

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 21, 2013
CLOSING DATE: UNTIL FILLED

DEPARTMENT: Community Services

POSITION: Fiscal Services Manager

LOCATION: Globe

JOB CODE: 13-092

ANNUAL SALARY: \$43,160.00-\$64,064.00 DOE

NATURE OF WORK

Plans, organizes, and manages the business and fiscal functions for a designated department or major grant funded programs including budget, fiscal, and other related program support activities.

DUTIES AND RESPONSIBILITIES:

- Directs fiscal and budgetary operations for assigned department or major grant programs of a department; coordinates and directs the preparation of the department's budgets; monitors budget costs and revenues; conducts comprehensive cost and benefit analysis.
- Coordinates and assists in the development and implementation of operational goals, objectives, policies, procedures and work standards for the departments.
- Oversees the reconciliation of grant revenues and expenditures to County records; makes adjustments to expenditure line items as necessary; reconciles checking account activities with monthly bank statements.
- Prepares monthly contract reports, portability deposits, quarterly contract reports, Division reports, and Advisory Board reports.
- Ensures contract amendments comply with Federal and State regulatory requirements; prepares fiscal portions of grant applications as required.
- Manages fiscal activity regarding grant funded programs including the Community Action Program (CAP), Housing Assistance Programs, Gila Employment and Special Training (GEST), Re-Employment and Pre-Layoff Assistance Center (REPAC), and the Workforce Investment Act (WIA).
- Prepares annual salary spreadsheet for all Community Services employees; reviews and verifies payroll information in relation to leave accruals; maintains monthly Section 8 budget spreadsheet and ensures 98% lease up; coordinates with other Housing Authorities regarding portability's and ensures payment is received.
- Coordinates with State and Federal agencies to ensure programs comply with fiscal guidelines and regulations.
- Maintains grant accounting system and contract budgets; verifies expenditures and prepares required reports and documentation as required; conducts internal audits and coordinates with County auditors regarding grant funds.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of technical and/or support staff including selection, training and discipline; ensures compliance with departmental policies and procedures.
- Determines funding sources for departmental functions; prepares grant applications and other funding requests and monitors fund expenditures as required.
- Provides assistance with developing and recommending fiscal policies and strategies in relation to grants as required.
- Prepares and distributes requests for proposals for professional services; analyzes proposals; negotiates and administers resulting contracts and agreements; writes and reviews RFQ, SOQ and RFP bid packages for supplies or services in accordance with County policy and State statutes.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may require traveling to meetings at other facilities.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting, Finance or a related field and three (3) years of governmental accounting and fiscal management experience, including one year supervisory/management experience; and experience in fiscal administration of grant funded programs; or an equivalent combination of education, training and experience. A valid Arizona Driver's License; Certifications may be required for some positions.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration; Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) standards, recommended practices and policies; accounting principles and practices; Federal and State regulations governing accounting activities; regulations and standards governing grant programs; grant reporting requirements; grant accounting systems; contract budgets; fiscal policies and strategies in relation to grants; payroll processes; internal audit procedures and standards; supervisory principles, practices and methods; HUD, WIA and CDBG grant fund programs may be required for some positions.

Ability to: Oversee department/grant program fiscal and accounting activities; maintain department/grant accounting systems and budgets; reconcile department/grant revenue and expenditure; coordinate with Federal and State agencies to ensure compliance with program regulatory requirements; coordinate/prepare financial reports and statements; recommend fiscal policies and strategies; communicate effectively and provide verbal/written instructions.

Skills in: Supervising aspects of department/grant program financial operations, activities and evaluating staff; reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; analyzing complex financial issues, evaluating alternatives, and making logical recommendations based on findings; effective verbal and written communication; presenting information and responding to questions from groups of managers, employees and the general public; establishing and maintaining effective working relations with co-workers and representatives from other local, State and Federal agencies.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.